


# STATE UNIVERSITIES CIVIL SERVICE SYSTEM

Sunnycrest Center  
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Urbana, Illinois 61802-6099



James D. Montgomery  
Merit Board Chair  
Lewis T. (Tom) Morelock  
Executive Director

TO: Designated Employer Representatives/Human Resources Directors  
Classification Personnel and Examination Personnel

FROM: Lucinda M. Neitzel   
Assistant Director, Operations and Audit Division

SUBJECT: Meeting Notice of Specification/Examination for the Housing Maintenance Series

DATE: April 10, 2014

Consistent with our transition to electronic testing options, the State Universities Civil Service System (System Office) is proposing the revision to the classification plan. This letter is to notify you of a meeting to review the Class Specification and to discuss the examination instrument for this classification series.

#### Current Class

Housing Maintenance Inspector  
Housing Maintenance Supervisor

#### Proposed Classes

Housing Maintenance Inspector  
Housing Maintenance Supervisor

This proposal will be formally reviewed at a meeting to be conducted on **April 16, 2014 at 2:00 p.m.** You are invited to attend the meeting at the System Office or by Videoconference. We ask that each employer with the potential to utilize these classifications to please participate in this process. For onsite participation, examination information will be distributed upon arrival to the System Office. If you plan to participate via Videoconference, the necessary examination materials will be sent prior to the meeting. Please provide your IP address if you wish to participate in this fashion.

Please share this information as required, but keep in mind that the purpose of this meeting is to review the new class specification and topics related to the new proposed examinations. Please contact Lucinda Neitzel at (217) 278-3150, Ext. 239, or by email at [cindyn@sucss.illinois.gov](mailto:cindyn@sucss.illinois.gov) if you need any additional information or clarification.

Classification/Examination Review:

Meeting Date: **April 16, 2014 at 2:00 p.m.**

University/Agency: \_\_\_\_\_

*Please respond by **April 14, 2014** if your university/agency plans to participate in the Class Specification and Examination Review Meeting.*

***Please indicate which method of participation you will utilize below.  
(Videoconference or Physically Attending)***

***If you plan to utilize videoconference for your participation, please indicate your IP address:***

\_\_\_\_\_

| Name | Position | Department | E-mail Address | Method of Participation |
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